

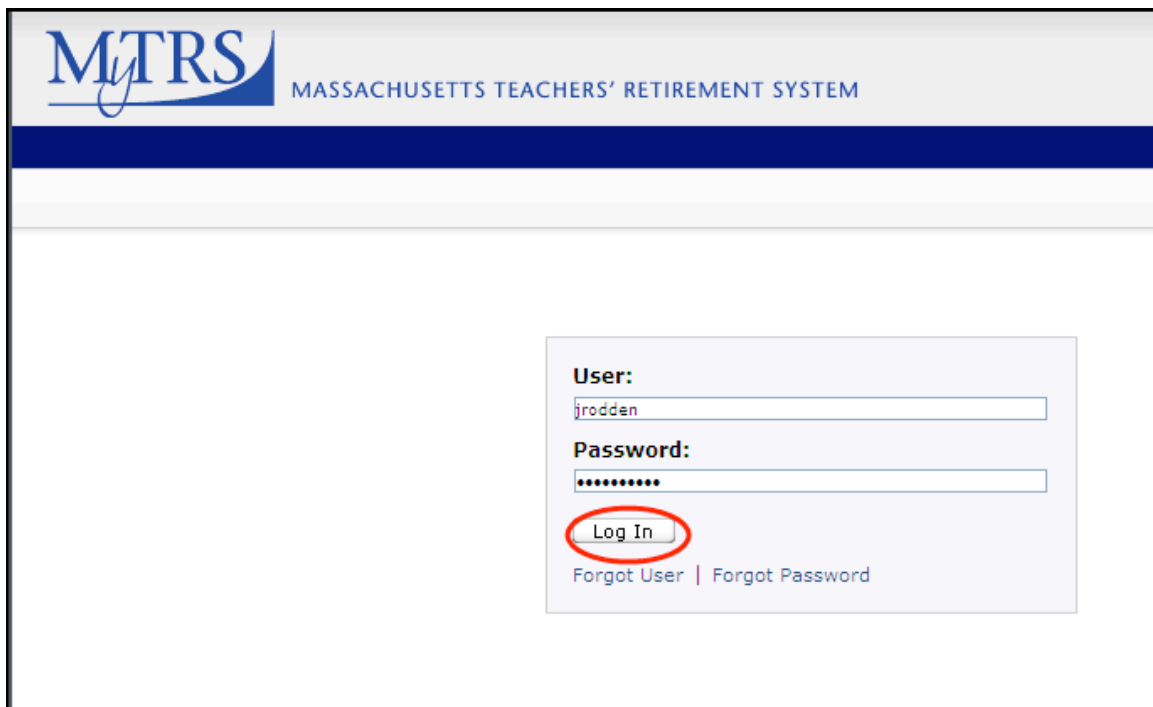
## Using basic navigation

In this guided practice, you will learn how to use:

- basic navigation tools in MyTRS and
- MyTRS's page sections.

## Using basic navigation in MyTRS

- 1) Login to MyTRS.



The screenshot shows the login interface for the Massachusetts Teachers' Retirement System (MyTRS). At the top, the MyTRS logo is displayed next to the text "MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM". Below this is a dark blue horizontal bar. The main content area is white and contains a login form. The form has two input fields: "User:" with the text "jrodden" and "Password:" with masked characters "\*\*\*\*\*". Below the password field is a "Log In" button, which is circled in red. At the bottom of the form are two links: "Forgot User" and "Forgot Password".

After successfully logging in to MyTRS, the *Home* page appears. The *Home* page includes the following sections:

- 1) Welcome information
- 2) Header components
- 3) Location bar
- 4) Navigation message
- 5) Categories and windows
- 6) News and Alerts from the MTRS

The screenshot shows the MyTRS Home page. At the top, a grey header bar contains the date 'Tuesday, March 30, 2010', the user name 'Welcome Janice Rodden', a search bar labeled 'I Want To:', and links for 'Account Settings' and 'Logout'. Below this is a dark blue navigation bar with the 'Home' link. The main content area is white and contains several sections. A large box at the top of the main area contains a 'PLEASE NOTE' message. Below this are four main sections: 'Employer Management' with links for viewing employer information, updating payroll calendar, reviewing reports, and processing EFT payments; 'Your Members' with links for viewing/updating member information and registering employees; 'Import/Export Files' with a link for importing new system data; and 'Administration Functions' with links for viewing/updating user information and account settings. To the right of these sections is a 'News and Alerts' section with a message about office closures. Red circles with numbers 1 through 6 are overlaid on the page to highlight specific features: 1 points to the user name, 2 points to the search bar, 3 points to the Home link, 4 points to the 'PLEASE NOTE' box, 5 points to the 'Your Members' section, and 6 points to the 'News and Alerts' section.

Tuesday, March 30, 2010 | Welcome Janice Rodden | I Want To: | Account Settings | Logout

**MyTRS** MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 4320 JEFFERSON CHARTER SCHOOLS [Change Employer]

Home

**PLEASE NOTE:** Using the browser's back button within MyTRS may cause your session to become invalid. Please do not use the browser's back button, delete key or backspace key to view the previous page; instead click on the breadcrumb links (in white) that will appear in the navigation bar.

**Employer Management**

- [View Employer Information](#)
- [View/Update Payroll Calendar](#)
- [Review Employer Reports, Billing History & Payments](#)
- [Process Your Online EFT Payments](#)

**Your Members**

- [View/Update Member Information](#)
- [Register Employee](#)

**Import/Export Files**

- [Import New System Data](#)

**Administration Functions**

- [View/Update User Information](#)
- [View/Update Your Password and Other Account Settings](#)

**News and Alerts**

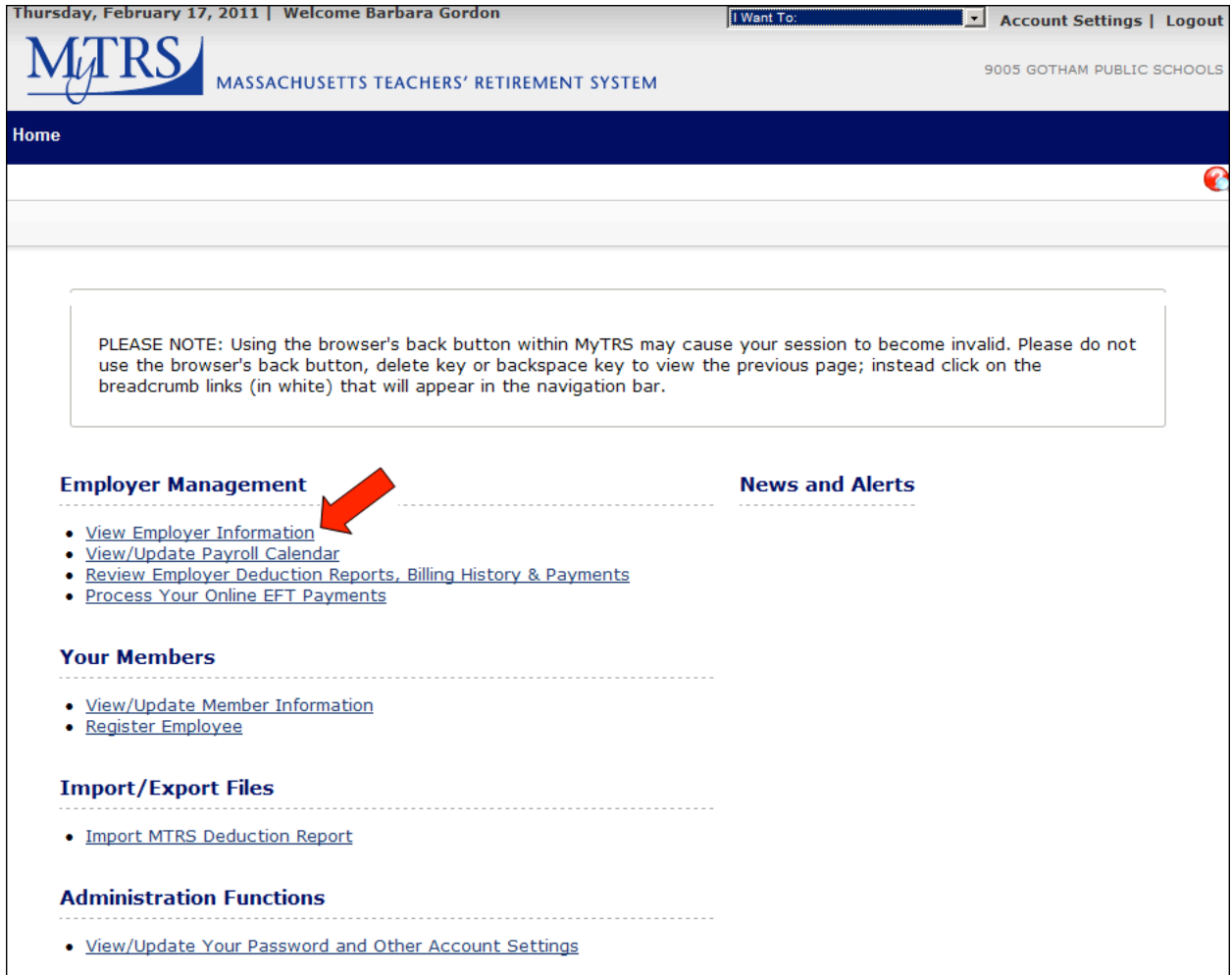
The MTRS offices are closed on Monday, May 31, 2010 in observance of the Memorial Day holiday.

\* Denotes Required Field

## Using category and window links

From the *Home* page, you can navigate anywhere in MyTRS using the links provided in the categories and windows section.

- 1) Click **View Employer Information**.



Thursday, February 17, 2011 | Welcome Barbara Gordon | I Want To: [dropdown] | Account Settings | Logout

**MTRS** MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS

Home

PLEASE NOTE: Using the browser's back button within MyTRS may cause your session to become invalid. Please do not use the browser's back button, delete key or backspace key to view the previous page; instead click on the breadcrumb links (in white) that will appear in the navigation bar.

**Employer Management**

- [View Employer Information](#)
- [View/Update Payroll Calendar](#)
- [Review Employer Deduction Reports, Billing History & Payments](#)
- [Process Your Online EFT Payments](#)

**News and Alerts**

**Your Members**

- [View/Update Member Information](#)
- [Register Employee](#)

**Import/Export Files**

- [Import MTRS Deduction Report](#)

**Administration Functions**

- [View/Update Your Password and Other Account Settings](#)

Many windows in MyTRS contain tabs. These tabs separate related information into functional groups. The *View Employer Information* window contains three tabs:

- *Demographics*
- *Additional Information*
- *Contacts*

Thursday, February 10, 2011 | Welcome Bruce Wayne | I Want To:  | Account Settings | Logout

**MyTRS** MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS

Home » Employer Management » View Employer Information

Demographics Additional Information Contacts

### Employer Information

Employer Code: 9005  
 Employer Name: GOTHAM PUBLIC SCHOOLS  
 Federal Tax ID No:   
 Employer Type: Municipal

### Address Information

Address Type: Mailing1 Valid: ☒  
 Address Period: Jan 20, 2011 - Address Source: Employer  
 Address 1: 100 FAKE STREET, SUITE 202  
 Address 2:   
 Attention:   
 Country: UNITED STATES Zip: 02142-0000  
 City: CAMBRIDGE  
 State: MA  
 County: MIDDLESEX

### Contact Information

Phone [Primary] (617) 679-6877 UNITED STATES ✓  
 Email [Primary] mytrsuser@gmail.com ✓  
 Fax [Primary] (617) 679-1661 UNITED STATES ✓

## Using window tabs

When working in a window with tabs, the active tab will have a white background and the information on the screen pertains to that tab. Other available (but inactive) tabs have a gray background. MyTRS uses sections within an active tab to organize related information. The *Demographics* tab groups information into three sections:

- Employer Information
- Address Information
- Contact Information

Thursday, February 10, 2011 | Welcome Bruce Wayne | I Want To: | Account Settings | Logout

**MyTRS** MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS

Home » Employer Management » View Employer Information

Demographics Additional Information Contacts

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### Employer Information

Employer Code: 9005  
 Employer Name: GOTHAM PUBLIC SCHOOLS  
 Federal Tax ID No:   
 Employer Type: Municipal

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### Address Information

Address Type: Mailing1 Valid: ☒  
 Address Period: Jan 20, 2011 - Address Source: Employer  
 Address 1: 100 FAKE STREET, SUITE 202  
 Address 2:   
 Attention:   
 Country: UNITED STATES Zip: 02142-0000  
 City: CAMBRIDGE  
 State: MA  
 County: MIDDLESEX

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### Contact Information

Phone [Primary] (617) 679-6877 UNITED STATES ✓  
 Email [Primary] mytrsuser@gmail.com ✓  
 Fax [Primary] (617) 679-1661 UNITED STATES ✓

- 1) Click the *Additional Information* tab.

Thursday, February 10, 2011 | Welcome Bruce Wayne | I Want To: | Account Settings | Logout

**MTRS** MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS

Home » Employer Management » View Employer Information

Demographics Additional Information Contacts

Employer: 9005 GOTHAM PUBLIC SCHOOLS

**Additional Information**

Name	Value
GIC Number:	123456
GIC Participant:	<input checked="" type="checkbox"/>
Website Address:	www.mass.gov/mtrs
MTRS Representative:	Robert George
Correspondence By:	Email

Because it is now active, the *Additional Information* tab changes to white. The *Demographics* tab, now inactive, changes to gray. This tab has a single section called Additional Information.

- 2) Click the *Contacts* tab. The *Contacts* tab, now active, changes to white. The *Additional Information* tab, now inactive, changes to gray.

Thursday, February 10, 2011 | Welcome Bruce Wayne | I Want To: | Account Settings | Logout

**MyTRS** MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS

Home » Employer Management » View Employer Information

Demographics Additional Information **Contacts**

### Contacts

Active	Name	Type
<input type="radio"/>	George, Robert M	Employer Business
<input type="radio"/>	Gordon, James Worthington	Employer Business
<input type="radio"/>	Gordon, Barbara	Employer Business
<input checked="" type="radio"/>	Wayne, Bruce	Employer Business

### Role

Contact Role:

### Contact Details

Type:

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Title:

### Address Information

Address Type:  Valid: ☒

Address Period:  Address Source:

Address 1:

Address 2:

Attention:

Country:  Zip:

City:

State:

County:

### Contact Information

**Phone** [Work Phone ] (617) 679-6877 UNITED STATES ✓

**Email** [Primary] mytrsuser@gmail.com ✓

**Fax** [Primary] (617) 679-1661 UNITED STATES ✓

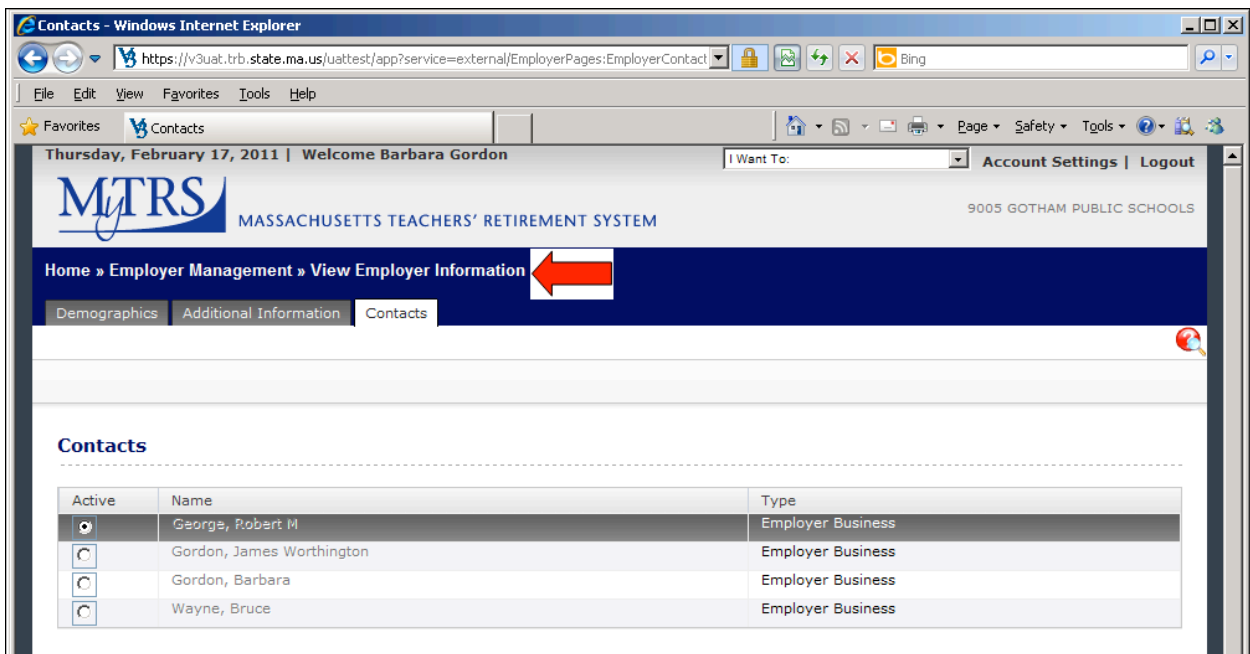
You may use this method to navigate between tabs on any window in MyTRS.

## Using the location bar

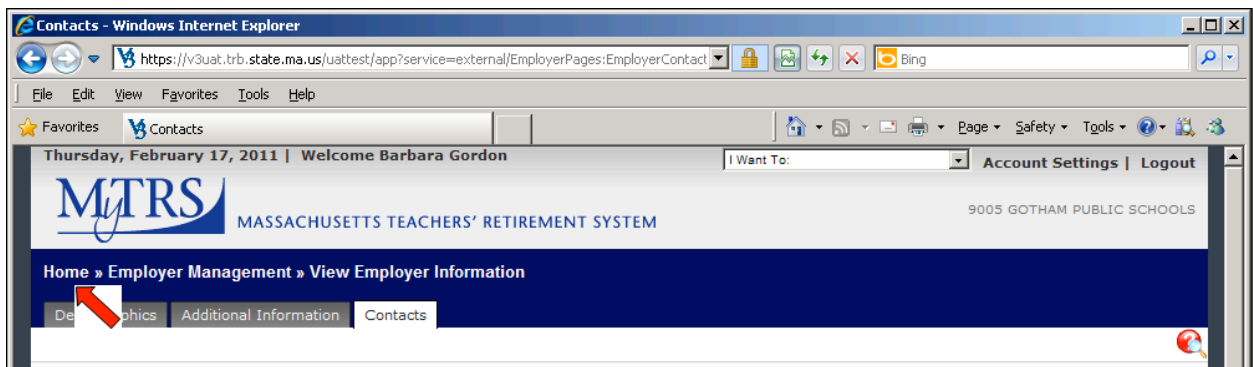
The location bar, which appears on every page in MyTRS, shows the navigation path, or “breadcrumbs,” that led to the window that you are currently viewing. These breadcrumbs are a visual trail to the open MyTRS window.

Clicking on the **Home** link at the beginning of any series of breadcrumbs will return you to the *Home* page from any window in MyTRS.

- 1) Navigate anywhere in MyTRS (e.g., *Home > Employer Management > View Employer Information*).

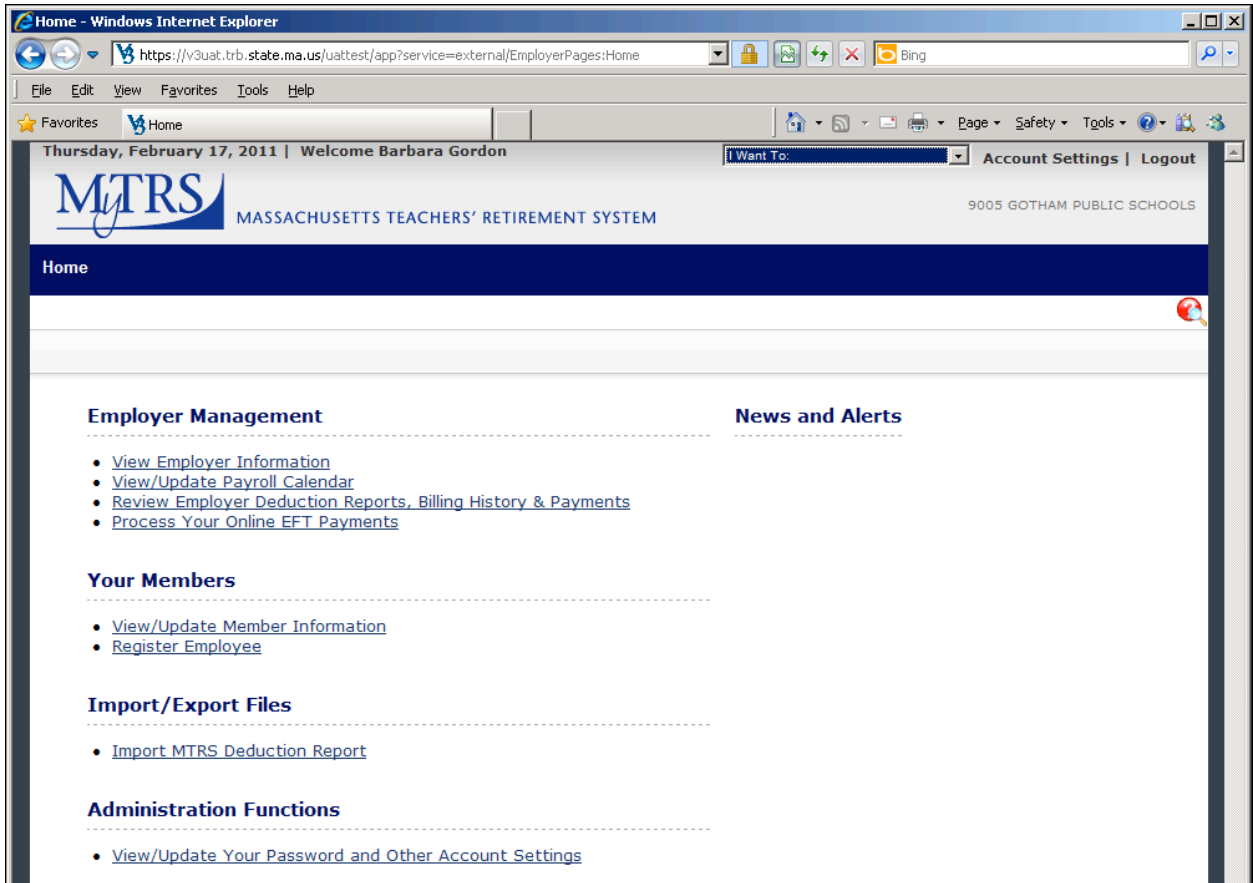


- 2) Click the **Home** link in the breadcrumbs.





The MyTRS *Home* page appears.

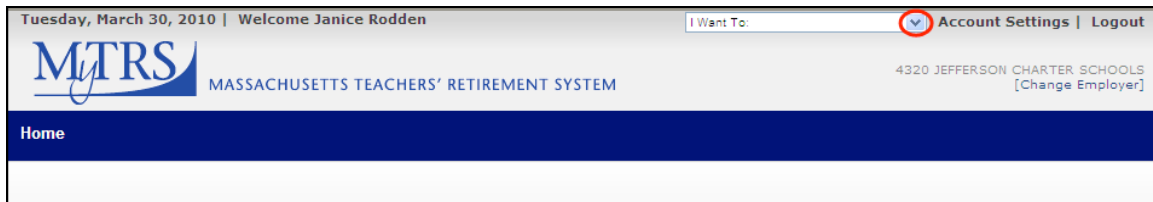


On the *Home* page, only the **Home** link appears in the breadcrumbs.

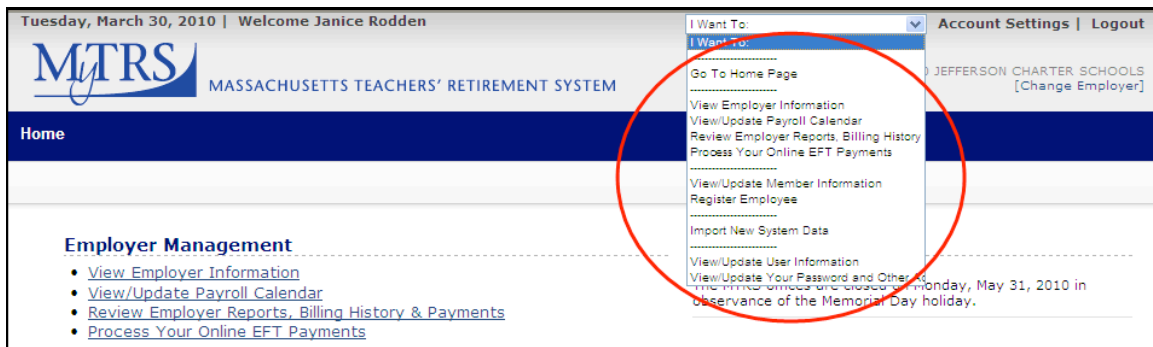
## Using the “I want to:” header pull-down field

You learned how to use links on the *Home* page to navigate to windows in MyTRS. You may also use the **I want to:** pull-down field to navigate to and from any window in MyTRS, as all of the links that are in the window on the *Home* page are in the **I want to:** pull-down field.

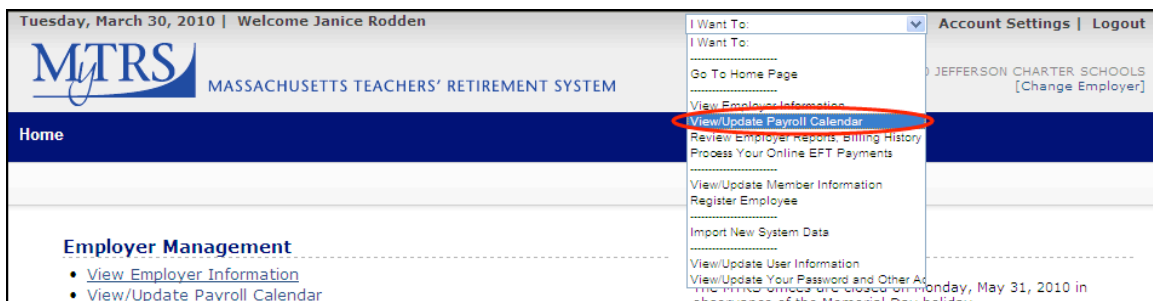
- 1) Click the down arrow at the right of the **I want to:** pull-down header field.



Clicking the down arrow opens the pull-down field and displays the options.



- 2) Click **View/Update Payroll Calendar**. The option highlights in blue when you mouse over it.



The *View/Update Payroll Calendar* window opens.

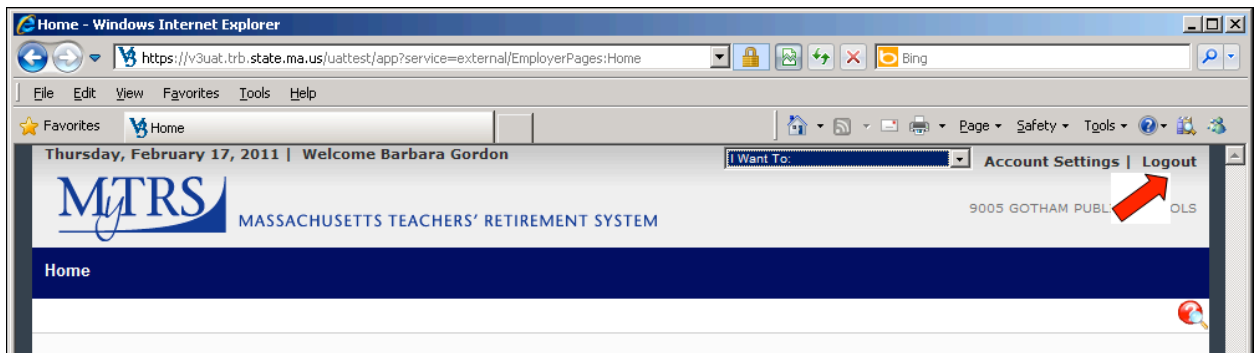
## Logging out of MyTRS

It is important to log out at the end of each MyTRS account session to maintain your account security and data security. You can log out of MyTRS from any window by clicking the **Logout** link in the header component of the window.

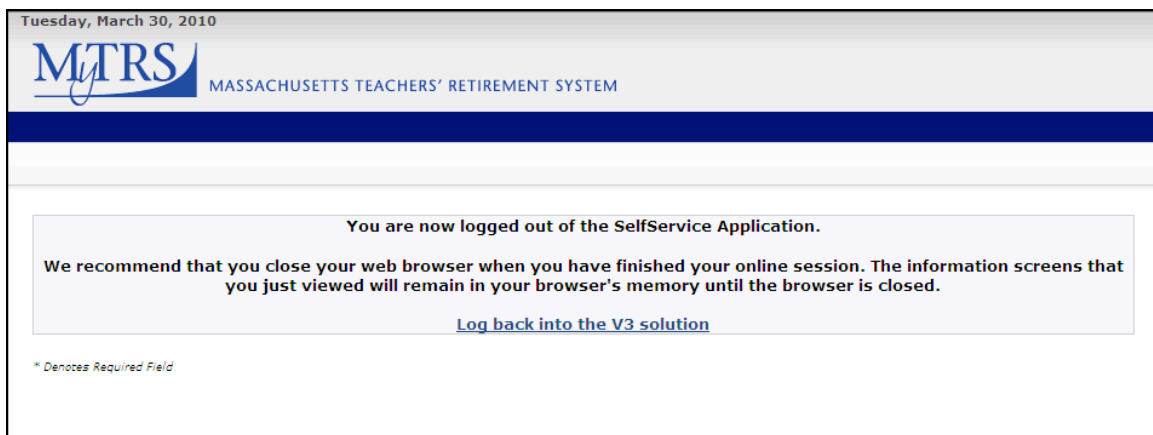
**Note:** Do not close your browser window to log out of MyTRS. This action leaves your session open and may compromise the security of your data.

If you accidentally close the web browser without logging out, please complete the following steps to successfully log out:

- 1) Login to MyTRS.
- 2) Click **View/Update Member Information**.
- 3) Click **Logout**.



The window refreshes, displaying a message indicating that you are logged out of MyTRS.



If you want to login again, click **Log Back into V3 Solution**. If you do not want to log back in to MyTRS, close your browser window.